**IT Applications, Ch 7, Information Management**

**Information management and its importance to organisations and the strategies used by organisations to store, communicate and dispose of their data and information.**

**Importance of data and information to organisations, p 249**

**Characteristics of information**

1. **Distinguish between data and information.**

Data is the raw unorganised data that is fed into the computer during the input stages and information is the organised and meaningful

**Qualities of information**

**2 Elaborate briefly on the following qualities of information:**

* **Completeness**
* **Timeliness**
* **Accuracy**
* **Unbiasedness**
* **Clarity**

**3 Distinguish between an organisational goal and a mission statement.**

**4 What is the role of the system goal?**

**Legal Obligations, key laws relating to uses of information and ICT.**

1. **Privacy Act 1988**
   1. **List the 3 main areas of the Privacy Act 1988.**

* Safety guards relating to the collection and use of tax file numbers by government agencies.
* Protection of individuals private information stored by federal government departments.
* Information about people’s credit worthiness held by credit reporting agencies and credit providers
  1. **List the 11 information privacy principles.**

1. Manner and purpose of collection of personal information
2. Solicitation of personal information from individual concerned
3. Solicitation of personal information generally
4. Storage and security of personal information
5. Information relating to records kept by the record keeper
6. Access to records containing personal information
7. Alteration of records containing personal information
8. Record keeper to check accuracy etc. of personal information before use
9. Personal information to be used for relevant purposes
10. Limits on use of personal information
11. Limits disclosure of personal information
    1. **What amendments were made to the Privacy Act 1988 to address limitations?**

Changes have been made to keep up with the rapid growth of electronic transactions, especially over the internet. Changes were made to create legal protection for individual’s information being gathered online.

* 1. **List the provisions under the Act from p 255.**
* The act applies to both manual and electronic collection of data
* The business must have a turnover of more than 3 million to be considered under this act
* Websites must display a privacy policy
* The user must be given the opportunity to say whether or not the data can be used for any other reason
* Employers must have a clear policy
* This act applies to federal government and the private sector

1. **Information Privacy Act 2000**
   1. **Describe the nature of this Act.**

The information privacy act 2000 was introduced by the Victorian Government to outline the privacy obligations of the state government agencies and contractors working for the government. The IPA covers the same broad areas as the privacy act although it is customised to suit the Victorian public sector.

1. **Health Records Act 2001**
   1. **Why was this legislation introduced?**

The Victorian government passed the *Health Records Act 2001* with the intention of protecting patient’s medical information. It was introduced separately because it covers both public and private medical sectors.

* 1. **Describe the provisions of this Act.**

The act allows people to access their own medical information and protects the individuals confidentiality of their health information by only allowing the information to be used for the purpose it is gathered. It cannot be disclosed to a third party without your consent. It can be provided

1. **Copyright Act 1968**
   1. **Define intellectual property and what it applies to?**

Intellectual property can be defined as any product of human thought that is unique and not self-evident. It applies to texts, music, videos, broadcasts and computer programs.

* 1. **Describe the provisions of this Act?**

Copyright is the legal protection of an idea against copying or use without permission. In Australia copyright protection is automatic and it doesn’t need to be registered.

* 1. **What does the Copyright Act not apply to?**

Copyright doesn’t apply to ideas, concepts, styles, techniques or slogans.

* 1. **What was the significance of the Australia-United States Free Trade Agreement, (AUSFTA)?**

It gave rights to performers and photographic works, extended the copyright protection by 20 years, introduced sanctions against people removing electronic rights management information and playing iigal copies of CDs DVDs and CD ROMs and computer games.

* 1. **How long does copyright apply for?**

Copyright applies for the life of the creator plus 70 years.

* 1. **When is copyright infringed?**

Copyrightis infringed when information or ideas are used without permission from the creator.

* 1. **List the exemptions to copyright, p 260.**
* Individuals now have a right to copy materials for their own use into other formats. For example transferring vinyl into electronic form.
* Consumers are also permitted to copy TV programs and radio programs to watch or listen to at a later time. Again it must only be for personal use.
  1. **What are the penalties for infringing copyright?**

On the spot fines, civil actions or an individual may face a fine of up to $93,500 and/or up to five years imprisonment. An organisation may face a fine of up to 5 times the individual amount.

1. **Charter of Human Rights and Responsibilities**
   1. **From p 266 (sections 13, 14 and 15) list the human rights that protected in Victoria under the following:**
      1. **Privacy and reputation**
      2. **Freedom of thought, conscience, religion and belief**
      3. **Freedom of expression**
2. **Spam Act 2003**
   1. **What is spamming?**

Spamming is the posting of undesirable messages to newsgroups and mailing lists or sending unsolicited email indiscriminately to promote a product or service.

* 1. **Why was the Act introduced?**

The spam act was introduced to promote the responsible use of sending commercial electronic messages.

* 1. **What are the three conditions that must be met by any commercial electronic message?**

1. The sender must identify themselves
2. They must have the recipients consent
3. They must also provide the recipient with a method to unsubscribe.
   1. **What messages are covered by the Act?**

The spam act covers only commercial messages sent using electronic applications such as email, SMS, MMS and IM.

* 1. **What messages are not covered by the Act?**

Un-electronic messages are not covered by the act, e.g. normal mail.

* 1. **List the financial penalties of breaching the Act.**

Businesses that breach the act will be fined at up to $220,000, and if a second breach occurs, it is $1.1 million.